

## **CAREER OPPORTUNITY**

# **Operations Manager**

### **JOB SUMMARY**

The prime focus of this position will be to enhance the operating efficiency of the property. This position may require some evening and weekend work.

### **RESPONSIBILITIES**

- Responsible for all building operations, including maintenance personnel, third party contractors and all building systems (HVAC, mechanical, electrical, fire and life safety systems).
- Prepare, control and monitor the operating budget.
- Manage utilities reporting, deal with the Centre's tenants & public relations issues, as well as liaise with Property Services and Tenant Coordination Departments.

### **QUALIFICATIONS**

- 3 to 5 years of industry related experience, along with solid communication, leadership, contract management and computer skills (Excel, Word, JDE and some database exposure).
- A post-secondary education is preferred, including courses in building services or the technical trades.
- The ideal candidate will possess strong organization skills, be a proactive problem solver, have knowledge of LEED and BOMA standards, and an environmental focus.
- Must be a resourceful team player, with a strong commitment to customer service and the ability to effectively balance numerous priorities.